

## INSTRUCTIONS

The data included in this report are used in calculating state aid for the school district. The **June 30th due date** is important. However, it is also important that the report **include** any year end distributions made in June so county figures will agree with district figures, state figures, and auditor confirmations.

County Clerks preparing this report manually on paper will receive pre-coded report forms for each school district located wholly or partially in the county. Occasionally, district boundary lines change through annexation, reorganization or consolidation. The pre-coded forms attempt to take such changes into account, but if in doubt about this matter, call the School Finance Section of the Department of Elementary and Secondary Education at (573) 751-0357.

Lines 1-4 **Assessed Valuation (AV):** Report the final assessed valuation for each school district based on the estimated assessed valuation reported to each school district in June, 2000, as modified throughout the year by:

- (a) The Board of Equalization in August, 2000;
- (b) The State Tax Commission through a protested assessment action; or
- (c) The Circuit Court through a protested assessment action.

If a 2000 protested assessment has been resolved by either the State Tax Commission or the Circuit Court by June 30, 2001, AND the resolution of the protested assessment increases or decreases the TOTAL ASSESSED VALUATION for tax year 2000, adjust the total assessed valuation on lines 1-4 to reflect this increase or decrease. **This adjusted total assessed valuation becomes the official December 31, 2000, assessed valuation.** Disregard assessment appeals that have not been resolved by June 30, 2001, and include the protested assessed valuation in the reported December 31, 2000, assessed valuation.

Line 5 **Abated Property Valuation:** The amount of assessed valuation abated within a tax increment financing district as defined by Section 99.800, an enterprise zone pursuant to Section 135.215, RSMo or an Urban Redevelopment Corporation project pursuant to Section 353.110, RSMo. The amount of assessed valuation reported on this line is not a separate valuation but is part of the total assessed valuation reported on lines 1-3. State law allows a school district to reduce its total assessed valuation used to calculate state aid by the assessed valuation of improvements within an abated redevelopment project area.

The various revenues reported on lines 6 through 11 should reflect those amounts actually transmitted to the school districts between July 1, 2000, and June 30, 2001. Any 2000-2001 amounts transmitted to school districts after June 30th will be reported in the next fiscal year. Interest earned on these revenues must be reported separately or it will trigger a reduction in state aid to the local school district. The following column headings in this report are provided to reduce reporting discrepancies between the county and school district. Descriptions of these headings follow:

**REVENUE COLLECTED BY COUNTY** - Report the total amount of revenue collected by the county for distribution to the school district BEFORE ANY COUNTY FEES OR COMMISSIONS ARE WITHHELD.

**LESS FEES/COMMISSIONS WITHHELD BY COUNTY** - Report any county fees or commissions withheld (i.e., Assessment, Collector, etc.).

**NET AMOUNT REPORTED TO DISTRICT** - The amount reported in this column after fees and commissions are removed (Column 1, Revenue Collected by County, minus Column 2, Fees/Commissions Withheld by County) should be the net (actual) amount of each type of revenue transmitted to the school district. It should not include any interest. This column will be used to confirm the amount of each revenue reported by the school district. (If interest is included in this column, it will decrease the amount of state aid a school district will receive.)

**PLUS INTEREST EARNED** - Report the amount of interest earned by specific revenue while the funds were being held by the county prior to disbursement to the school district. IF INTEREST EARNED IS NOT REPORTED TO THE SCHOOL DISTRICT SEPARATELY THROUGHOUT THE SCHOOL YEAR, AS WELL AS ON THIS REPORT, THE SCHOOL DISTRICT WILL RECEIVE A REDUCTION IN STATE AID.

**EQUALS AMT PAID TO DISTRICT** - Column 3, Net Amount, plus Column 4, Interest Earned, equals Column 5, Amount Paid To District.

Line 6 **Financial Institution Tax:** Amount of Financial Institution Tax (Intangible Tax) received from the MO Department of Revenue and transmitted to each school district. No county fees are withheld. Interest may be earned on the tax.

Line 7 **M & M Surcharge:** Amount of surcharge tax on commercial real estate. This includes the surcharge on State Assessed Railroad and Utilities AND Protested M & M Surcharge. Amounts may be withheld for county fees or commissions. Interest may be earned on the tax.

Line 8 **In Lieu of Tax:** Amounts transmitted to a school district for in lieu of tax for property taken off the tax rolls. No county fees or commissions are withheld. Interest may be earned.

Line 9 **Penalties, Fines, Escheats, Estrays, etc.:** Amounts transmitted to a school district identified as penalties, fines, escheats, and estrays. This includes Sheriff's sales (foreclosure surplus), unclaimed tax surplus/overplus, surplus land sales but EXCLUDES penalties paid by "concentrated animal feeding operations" as defined by the MO Department of Natural Resources. No county fees are withheld. Interest may be earned.

Line 10 **State Assessed Railroad and Utilities (SARRU):** Amounts transmitted to a school district based on the State Tax Commission assessment. The County Clerk calculates the disbursement for School Purposes (Teacher & Incidental Funds), Debt Service Purposes, and Capital Projects Purposes. Report the amount sent to a school district for each purpose on lines 10a, 10b, and 10c. The total of 10a, 10b, and 10c must equal the NET AMOUNT REPORTED TO DISTRICT on line 10. This includes PRIVATE CAR TAX and PROTESTED SARRU. Do not include Locally Assessed Railroad & Utility (LARRU). Amounts may be withheld for county fees and commissions. Interest may be earned on the tax.

Line 11 **Federal Properties:** Total amounts transmitted to a school district for federal forest, mineral, and flood as received from the State Office of Administration and distributed per Sections 12.070 and 12.080, RSMo.

One sheet is pre-coded "999" and is for the county totals. The sum of the data indicated on each line of the individual school district reports must equal the line total on the pre-coded 999 total page.

When this report is completed initially, and for all subsequent corrections, send the DESE copy to the State Board of Education, the appropriate copy to the school district, and the appropriate copy to the County Treasurer. Maintain a file copy for the County Clerk's records.

As previously noted, the data submitted to the State Board of Education by the county and the data submitted by the school district in its financial statement must be in agreement as these data are used in the state aid formula calculation.